

**STATE OF MONTANA JOB VACANCY**  
**AN EQUAL OPPORTUNITY EMPLOYER**  
DEPARTMENT OF REVENUE  
"External Recruitment / Union"

<b>Position Title:</b>	Administrative Assistant
<b>Position Number:</b>	58106062
<b>Division:</b>	ITP
<b>Band/Salary:</b>	3/\$9.64 - \$11.44/hr DOQ
<b>Type of Employment:</b>	Permanent/Full-Time
<b>Location:</b>	Helena
<b>Union:</b>	Yes
<b>Supplement:</b>	No
<b>Closing Date:</b>	May 16, 2008

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys working in a fast-paced technical environment. To perform successfully as an Administrative Assistant, you must be self-motivated and have the ability to work both independently and as part of a team. We are looking for someone who possesses strong work ethics, a positive attitude and must be punctual. This position requires the ability to communicate effectively and respectfully with co-workers and taxpayers. If you have the ability to learn quickly, comprehend instructions, make sound decisions and be accountable for them, we encourage you to apply.

Candidates must be able to demonstrate a basic knowledge of Word, Excel and Outlook. This individual must also have the ability to stay organized, prioritize and multitask; have the ability to read and follow state and federal policies and procedures; and provide timely and effective written, oral and interpersonal communication and to work for taxpayers. Strong analytical and logic skills with the ability to foresee potential problems and determine the action required. Must be able to work in a fast-paced, often chaotic environment during our peak season which is essential. This position is very rewarding, fulfilling and offers a sense of achievement.

The State Application will be used to demonstrate proof reading and grammar skills that are required for this position along with the ability to compose and comprehend correspondence. The hours of work are Monday through Friday, 8:00 a.m. to 5:00 p. m., and may be asked to work evenings and Saturdays in peak season.

The above competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to graduation from high school and two years of general office or secretarial experience including one year of computer experience. Other combinations of relevant education and experience will be evaluated on an individual basis. **It is important that all previous work experience is listed.**

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

**A typical average compensation package for an average salary of \$20,000 / yr is:**

Wages:	\$20,000.00
Benefits:	\$ 7,080.00
Retirement:	\$ 1,380.00

**Total Average Wage Package \$28,460.00**

**Application Deadline:** All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources  
Department of Revenue  
PO Box 1712  
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at [www.mt.gov/revenue](http://www.mt.gov/revenue).  
Phone: (406) 444-9858 Fax: (406) 444-6998.

**Accommodations:** The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

**Application materials required for this position are:**

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at [www.mt.gov/revenue](http://www.mt.gov/revenue).
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

**Union:** These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

**Training Assignment:** If applicants for this position do not meet the minimum qualifications, a training assignment may be considered at a reduced salary.

**Background Examination:** Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

**Compliance with All Appropriate Montana Tax Laws:** Specifically, your tax status must be

current.

**New Employee Probation Status:** For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

**Immigration Reform Control Act.** In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

**Montana Compliance with Military Selective Service Act.** In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.